

# EMPLOYEES GO ABOVE AND BEYOND THE CALL OF DUTY

*Announcing the latest Above and Beyond award winners from the Outstanding Employee Recognition Program!*



**Joel Tracy**, Department of Highways, District 1- Joel's basic duties include overseeing activities on construction of highways, structures and facilities. His job also includes developing and maintaining project documentation, meeting with property owners concerning complaints about construction activities, checking final estimates to ensure that they are accurate and the work has been performed in accordance with standard procedures, plans, specifications and contract documents. On a daily occurrence, Joel is the first one to show up to work (thirty minutes early) and the last one to leave. He also eats his lunch at the office to answer the phone while others are away. He searches for solutions to problems, whether it is someone else or his own, instead of passing the problem on to someone else. He ensures the taxpayers get the full benefit of their tax dollars by ensuring the roads are constructed by proper specifications. He helps eliminate the need for more computer classes by helping educate co-workers at the office. He saved time and money by fixing a road sign himself instead of calling the sign crew to drive 45 minutes for one sign. And, he also possibly prevented an accident by picking up a blown out tire. Thanks to Joel for his exemplary performance and his willingness to go above and beyond what is asked of him.



**Larry Bertrand**, Department of Highways, District 5- Larry is responsible for the Freeway Motorist Assistance Patrol. Since the inception of this pilot program, Larry has demonstrated many times his willingness to assist the motoring public above and beyond his duties. There have been numerous written comments thanking Mr. Bertrand for his help and kindness. Larry has assisted in services ranging from changing tires to rendering food and drink to stranded motorist. In these situations, frustration and fear consumes the motorist. Larry's assistance and guidance help alleviate their fears and frustrations.



**Tanya Terry**, Office of Legal Services, District 7- Tanya provides professional and administrative support for the District 7 Legal Section. Tanya came to Legal Services after a serious injury required the previous office coordinator to retire. Within a few months of her arriving, Tanya had all files and case tracking information current. She also developed new procedures that make the work between the right of way staff and legal staff more efficient. In addition to a high quality of work within the legal unit, Tanya has volunteered to assist other District 7 staff. She assists them with their typing, filing, and other extra services without falling behind with her own responsibilities within the legal division.



**Carlos Cassady**, Office of Budget & Fiscal Management- Carlos continuously manages, monitors, and maintains all Capital Projects within the Cabinet as well as other agencies and discusses irregularities with the Executive Director. He supervises and oversees the financial and budgetary matters of selected budget units and provides advice and assistance to management as needed. Carlos is always eager and willing to accept new assignments or special projects. It is not often that an employee will eagerly take on added assignments to help out other divisions. Carlos' work in the Division of Accounts allowed them to catch up on their backlog of processing documents. His willingness to assist in phone duty or any other duties as the need arises has led to a very positive work environment.



**Sharon Curtsinger**, Division of Driver Licensing- Sharon is responsible for the day to day supervision of the Commercial Driver Licensing section. This includes keeping the CDL staff up to date on Federal and State regulations that are evolving. She is the sole Administrator for the Intrastate Medical Waiver program. This allows people who do not meet the federal guidelines for operating a commercial vehicle to cross into Interstate commerce. She has contributed to the contingency

planning on the new MCSIA (Motor Carrier Safety Improvement Act) mandate for 2005. She has created a spreadsheet program in Excel that helps track the CDL applicants 10 year history check under this new mandate. Sharon is constantly looking for better ways to improve work flow that would diminish the need of extra employees. That in itself makes her a true asset to the Transportation Cabinet.

*In October 2004, KYTC unveiled the Outstanding Employee Recognition Program. The program recognizes employees who have accomplished many things and demonstrated extra effort on the job which have had a positive impact on our Cabinet, fellow employees, and the customers they serve. Eligible employees include permanent full-time merit and non-merit central office and district employees (division directors and above are excluded). Individuals must be nominated by their peers or supervisors. Employees recognized receive a free weekend lodge stay at any Kentucky State Park.*

*The current nomination cycle began March 1st and will end July 31st. The deadline for this quarter's nominations is August 15<sup>th</sup>. The nomination form and program guidelines are now located in the E-Forms library in the TC 10 General Administration folder; form name TC10425.exe. To find out more about the Outstanding Employee Recognition Program, contact Patrick Wallingford with the Office of Personnel Management at 564-4610.*